

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC MEMORANDUM
NO. 190-51

28 September 1992

Military Police

KEY AND LOCK PROCEDURES

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1. Purpose and scope. This memorandum prescribes policy and establishes responsibilities within Headquarters, U.S. Army Materiel Command (HQ AMC) for security keys and locks.

2. Implementation. Copies of this memorandum will be furnished to individuals in each organization, branch, or comparable level where security keys, locks, and cipher locks are in use.

3. Applicability. The requirements of this memorandum are applicable to all elements of HQ AMC, colocated AMC subordinate elements, and other AMC elements receiving security support from Command Provost Marshal's Office. No part of this memorandum will be cited in any communication dispatched outside HQ AMC.

4. Explanation of terms. a. Security key. Any key that allows access to a restricted area/security area.

b. Administrative keys. Keys that do not allow access to a security area/restricted area (desk, office, and file container keys).

c. Cipher lock. A cipher lock is a digital (push buttons numbered from 1 through 9) door-locking device used to deny access to any individual not authorized or cleared for a specific area.

*This memorandum supersedes AMC-M 380-12, 20 May 1992.

d. Key and lock custodian. Individual responsible for receiving, issuing, and maintaining accountability of security keys and locks.

5. Procedures. a. Maximum physical security of the building and enclosed areas will be maintained in the most economical manner.

b. Security keys and locks will be inventoried semiannually (15 Jan and 15 Jul). A record of the inventory will be in writing, retained for 1 year in the files, and then destroyed. A copy of the inventory will be furnished to the Command Provost Marshal's Office.

c. Key containers for security keys must be approved by the Command Provost Marshal's Office, AMCPPE-S, prior to fabrication or installation. Requests must include justification, proposed location, and other pertinent information.

d. Cipher locks may not be used as sole locking device for a designated restricted area.

6. Responsibilities. a. The Command Provost Marshal's Office, will--

(1) Ensure control of all keys and locks for the security key and lock system.

(2) Provide storage and control of all cipher lock combinations.

(3) Ensure preparation of AMC Form 2816-R (Key and Special Lock Inventory) to record issuance of security keys and locks. AMC Form 2816-R is at [appendix A](#).

(4) Conduct semiannual inventories (15 Jan and 15 Jul) and maintain inventory records to identify the following information of the security lock and key system:

(a) Total number of keys and locks.

(b) Total number of keys for each lock.

(c) Number of keys issued.

(d) Names of persons to whom keys and locks have been issued.

(5) Receive, make recommendations, and approve/disapprove all requests for installation of locks/cipher locks and issuance of keys.

(6) Provide staff activities with a comprehensive security program, as required, to ensure security of the building, areas, property, and equipment requiring protection under the security key and lock system.

(7) Conduct periodic inspections of locks installed in the building to ensure compliance with the appropriate lock and key system.

(8) Coordinate the installation of locks with the contract locksmith.

(9) Coordinate all safety aspects of the lock and key system with the Real Estate Management Division, AMCEN-R.

(10) Review all requests for, or recommend as a result of a security inspection, installation of key boxes.

b. The contract locksmith will provide installation and repair of the following:

(1) Built-in, three-position, changeable combination locks.

(2) Army authorized high security padlocks.

(3) Pin-tumbler padlocks.

(4) Three-position, changeable combination padlocks.

(5) Pin-tumbler, mortise locks with deadbolt.

(6) Key-in, knob-type locks.

(7) Manual deadbolt.

(8) Double cylinder deadlocks.

(9) Electronic and mechanical access devices.

c. The Support/Equipment and Facility Management Division, AMCEN-0, will coordinate the safety of the lock and key system to ensure all safety requirements and National Fire Protection Association 101 Life Safety Code are met.

d. Staff activity chiefs will--

(1) Designate, in writing, a key and lock custodian and alternate to maintain accountability for security locks, cipher locks, and keys

required within area of responsibility. A copy of the appointments will be forwarded to the Command Provost Marshal's Office.

(2) Ensure that inventories of security keys are conducted semiannually on 15 July and 15 January. Ensure that the register is current, protected from view, and personnel are familiar with procedures concerning security locks and keys.

(3) Ensure that responsible individuals establish and maintain measures for control of security keys.

e. Designated security and lock custodians will--

(1) Review all regulatory requirements for maintaining accountability and control of security type locks, cipher locks, and keys within assigned areas.

(2) Maintain a HQ AMC Form 332 (Key Control Register) to ensure continuous administrative accountability.

(3) Maintain an AMC Form 2816-R (Key and Special Lock Inventory) to ensure continuous administrative accountability.

(4) Maintain a roster of persons authorized access to security keys. Ensure that the register is current, protected from view, and personnel are familiar with procedures concerning security locks and keys.

(5) Store security keys in a locked container when not in use. Keys to security type locks will be stored in an approved security container or key box.

(6) Check key containers and ensure that all keys are accounted for at the end of each shift or workday.

(7) Ensure that security type keys are not being removed from the building.

(8) Conduct semiannual inventories of all security locks and keys by serial number and key number. An inventory will also be conducted upon change of custodian or alternate. A copy of the inventory will be furnished to the Command Provost Marshal's Office. Inventory records will be retained for 1 year and then destroyed. AMC Form 2816-R will be utilized for this purpose. Use of form includes--

(a) Room number.

(b) Staff activity.

- (c) Number of keys.
- (d) Number of keys issued.
- (e) Date of issue.
- (f) Inner or connecting room numbers.
- (g) Total number of keys.
- (h) Total number of keys issued.
- (i) Special locks:
 - 1 Room number.
 - 2 Lock type.
 - 3 Inner or connecting room numbers.
- (j) Signature of person conducting inventory of keys and locks.

(9) Review and approve all requests for locks/cipher locks and keys originating within assigned area and submit requests by memo to Command Provost Marshal's Office.

(10) Ensure that all requests for locks/cipher locks or keys contain the following: room number, location of door, (main entrance, third floor, interior door, etc.,) type of lock (cylinder, cipher, or padlock, and keyed alike or keyed separate), number of keys required for each lock, complete justification, and point of contact.

(11) Obtain security locks and keys from the key control officer, located in the Command Provost Marshal's Office, 1E10.

(12) Take the following action when a key is lost:

(a) Notify the key control officer, Command Provost Marshal's Office.

(b) The person to whom keys are assigned and issued will submit a written report immediately after telephonic notification, through the proper channels to the Command Provost Marshal's Office, not later than 24 hours after loss of key becomes known. Report will contain all pertinent information (key serial number, key blank number, location of door/area, date, time, possible areas in which the key was lost, and any other circumstances surrounding the event).

(13) Records will be maintained of all keys and locks used, to include the following information: total number of locks and keys in the system, number of keys issued, and to whom.

(14) When padlocks are not in use, they will be locked to the hasp staple, secured to the door facing with a chain, or kept in a locked container.

f. Persons to whom keys and cipher combinations are issued will--

(1) Safeguard keys and cipher combinations to prevent their use or possession by any unauthorized individual.

(2) Comply with appropriate regulatory requirements, as applicable.

(3) Notify the appropriate official if a key is lost or misplaced or a cipher combination is compromised.

(4) Maintain a record of key serial numbers and individual key numbers to facilitate the reporting of lost keys.

7. Access control devices. a. Control of cipher combinations.

(1) Cipher lock combinations should be accessible only to those persons whose official duties require access to them.

(2) Cipher lock combinations will be changed at least once yearly, and at other times as deemed appropriate, and at the earliest time following--

(a) Loss or possible compromise of the cipher combination.

(b) Discharge, suspension, or reassignment of any person having knowledge of the cipher lock combination.

(3) Cipher lock combinations will be recorded on Standard Form (SF) 700 (Security Container Information Form).

(a) Parts 1 and 2 of the SF 700 will be completed and handcarried to the Command Provost Marshal's Office, Room 1E10.

(b) Part 1 of the SF 700 will be retained by the Contract Security Guards in the main lobby. Part 2 of the SF 700 will be retained by the Command Provost Marshal's Office.

(c) Additional names of individuals with access to the combinations will be placed on a memo and handcarried with SF 700 to the Command Provost Marshal's Office, 1E10.

b. Loss or compromise of cipher combination.

(1) Notify the key control officer, Command Provost Marshal's Office, 49143.

(2) Immediately change the cipher combination or contact the Command Provost Marshal's Office for assistance in changing of cipher combination.

(3) Resubmit new combination to the Command Provost Marshal's Office on SF 700, as described above.

(4) The person having compromised the cipher combination will submit a written report immediately to the staff activity security monitor or the key and lock custodian. The security monitor or key and lock custodian will notify the Command Provost Marshal's Office, not later than 24 hours after the compromise of the cipher combination becomes known. Report will contain all pertinent information (cipher combination, location of door/area, date, time, possible areas in which the combination was lost, and any other circumstances surrounding the event).

c. Malfunctioning cipher lock procedures.

(1) Notify the Command Provost Marshal's Office.

(2) Notify the Real Estate Management Division, AMCEN-R.

(3) Remove cipher lock cylinder key from security container to open and control access to area. Area will be controlled by individual with the cipher lock cylinder key until normal functioning of access device is established.

d. Control of cipher lock bypass keys.

(1) All staff activities utilizing cipher locks with a cipher lock bypass key are required to secure one bypass key within their control. Key will be recorded on AMC Form 2816-R and controlled as a security key.

(2) Remaining key will be labeled and placed in a sealed envelope.

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(3) Outside of envelope will contain the following information:

- (a) Staff activity.
- (b) Room number.
- (c) Phone number.
- (d) Point of contact.

(4) The envelope will be hand carried along with a memo to the Command Provost Marshal's Office, ATTN: AMCPE-S. Memo will identify the following:

- (a) Staff activity.
- (b) Room number.
- (c) Phone number.
- (d) Point of contact.
- (e) List of individuals authorized access to key.

(5) Loss of cipher bypass key will be reported and controlled (paragraph 6e(12)) as the loss of a security key.

(AMCPE-S)

FOR THE COMMANDER:

OFFICIAL:

JOHNNIE E. WILSON
Major General, USA
Chief of Staff

LEROY TILLERY
Chief, Printing and Publications
Branch

DISTRIBUTION:
Initial Distr H (60) 1 ea HQ Acty/Staff Ofc
AMCPE-S (12)
AMCIO-SP Stockroom (100)

KEY AND SPECIAL LOCK INVENTORY

(AMC-M 190-51)

STAFF ACTIVITY:**DATE:****KEYS****ROOM NUMBER(S):**

NUMBER OF KEYS------()**NUMBER OF KEYS ISSUED------()****INNER OR CONNECTING ROOM NUMBER(S):**

NUMBER OF KEYS------()**NUMBER OF KEYS ISSUED------()****TOTAL ISSUED------()****TOTAL NUMBER OF KEYS------()****KEYS ISSUED TO:**

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

SPECIAL LOCKS
(COMBINATION, CYPHER, SIMPLEX OR PADLOCK)

ROOM NUMBER(S)	LOCK TYPE	INNER OR CONNECTING ROOM NUMBER(S)	LOCK TYPE

**I HEREBY CERTIFY THAT AN INVENTORY OF THE ABOVE KEYS AND/OR LOCKS
HAS BEEN CONDUCTED AND ALL HAVE BEEN ACCOUNTED FOR.**

SIGNATURE